

Minutes
December 8, 2021
Swedesboro-Woolwich Board of Education
"A Community dedicated to inspiring life-long learners"
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:00 Executive Session
Regular Session to Follow

1. Opening

A. Call to Order

Open Public Meeting Act. Adequate notice of this meeting of the board of education of the Swedesboro-Woolwich School District has been provided in accordance with the certification of notice by the secretary of the board, which shall become part of the minutes of this meeting.

B. Roll Call

<input checked="" type="checkbox"/>	Mrs. Gina Azzari, School Board President	All Committees
<input checked="" type="checkbox"/>	Mrs. Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
<input checked="" type="checkbox"/>	Mrs. Jaclyn Dopke	(Chair) Personnel/Finance, Negotiations Committees
<input checked="" type="checkbox"/>	Mrs. Deborah Allen	(Chair) Operations Committee
	Mrs. Rosella Musumeci	Personnel/Finance, Negotiations Committees
<input checked="" type="checkbox"/>	Mrs. Julie Dickson	Operations Committee
	Mrs. Tamara McGovern	Curriculum Committee
<input checked="" type="checkbox"/>	Ms. Vivian Lane	Curriculum, Negotiations Committees
<input checked="" type="checkbox"/>	Mrs. Erin Carroll	Operations Committee

Quorum: 7-2/6:01 pm

Other's Present:

Dr. Walter Kappeler, Superintendent of Schools
Mr. Steven Jakubowski, School Business Administrator, Board Secretary
Mr. Taylor Ruilova, School Board Solicitor
Mr. Joel Brown, Chief Information Officer
Ms. Christina Panebianco, Assistant Board Secretary

Mrs. Tamara McGovern arrived at 6:03 pm making quorum 8-1

EXECUTIVE SESSION

RECESS INTO EXECUTIVE SESSION – If Needed

WHEREAS, the Open Public Meetings Act authorizes boards of education to meet in closed executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires the Swedesboro-Woolwich School District Board of Education (the "Board") to adopt a resolution at a public meeting to go into closed executive session; now therefore:

BE IT RESOLVED by the Board that it is necessary to meet in closed executive session to discuss certain items, including the following:

- Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: HIB, Tuition Student, Aid-In-Lieu
- Matters in which the release of information would impair the right to receive government funds, and specifically: _____
- Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically: _____
- Matters concerning negotiations, and specifically: _____
- Matters involving the purchase of real property and/or the investment of public funds, and specifically: _____
- Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: _____
- Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: _____
- Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: Personnel
- Matters involving quasi-judicial deliberations, and specifically: _____

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board anticipates the executive session to last approximately 30 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.

- 1) Recommendation: Dopke/Allen approve to enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes Time: 6:02 pm
(All yes, motion to carry 7-0)

- 2) Recommendation: Dickson/Allen approve to return to **Regular Session.**
Board action needed: Yes Time: 6:29 pm
(All yes, motion to carry 8-0)

C. Flag Salute

D. Adoption of Agenda

Recommendation: Dopke/Allen approve the adoption of the agenda, as amended.
(Tabled Policy #5111)
Board action needed: Yes
(All yes, motion to carry 8-0)

E. Approval of Minutes

Recommendation: Dopke/Allen approve the regular and executive session minutes dated **November 10, 2021**, as submitted.
Board action needed: Yes
(Motion to carry 5-0-3, McGovern, Carroll and Dopke abstain)

2. Presentations

A. Stellar Comet of the Month- November 2021 (**IN-PERSON CEREMONIES ARE POSTPONED UNTIL FURTHER NOTICE**)

1) **Walter Hill School**

Grade 6

- Luciano Palmisano
- Addison Cetkowski
- William Sagett

2) **Charles G. Harker School**

Grade 3

- Courtney McCann
- Michael Flannery

Grade 4

- Sarah Kalb
- Jason Ajayi

Grade 5

- Adam Gross
- Maddison Holder

3) **Gov. Charles Stratton School**

Grade 1

- Nico Calo
- Mackenzie Beebe

Grade 2

- Jabri Lewis
- Rocco Sportiello

4) **Margaret Clifford School**

Preschool

- Scarlett Leverich
- Sophia Dudley

Kindergarten

- Aarnavi Gaekwad
- Sebastian Krewer
- James Richards
- Kainaat Sawhney

B. Recognition Ceremony for the following board members retiring December 31, 2021:

- Mrs. Jaclyn Dopke
- Mrs. Deborah Allen

C. Strategic Planning Virtual Presentation- Penny Ciaburri, CEO PLC Associates, Inc.

Board member, Mrs. Erin Carroll, asked for the Strategic Plan does it also come with a Change Plan, Communication Plan and Proper Plan?

Ms. Ciaburri explained all of the above. They would do everything from beginning to all the way through to the end of the Strategic Plan.

Mrs. Erin Carroll asked if the district decided not to do part of the Strategic plan, do you track what would have occurred if the district would have followed it vs. not following it?

Ms. Ciaburri explained that the district has the decision making powers however, they would give an advisement around the areas that have the most impact

Mrs. Erin Carroll asked if all the students are surveyed?

Ms. Ciaburri explained that they start in grade 4.

Board President, Mrs. Gina Azzari, asked if the surveys go through the school or through the company?

Ms. Ciaburri explained that they go through the company. The information is anonymous but non-confidential.

Mrs. Gina Azzari asked how will you follow up? Is it the full 5 years?

Ms. Ciaburri explained how the process usually works is we get the plan in place and set up an Implementation Team and work with the team for the first year. After that the district should be ready to take over.

3. Communication

A. Superintendent

“A Community dedicated to inspiring life-long learners”

1) Superintendent Updates

Shout Outs!

- To our wonderful Stratton families and their tremendous generosity for our Turkey Tote Thanksgiving Program
- To Ryane Dougherty and the members of our Culture Awareness Committee for their work to establish Stratton as "No Place for Hate"
- Huge thanks to Jeni Boston and our School of Character Committee (Pat Titus, Courtney Sharman, Lynne Bussott, Ryane Dougherty, Kelley Stingle) for all of the great work that was done to complete Stratton's application
- Shout out to Kelly Woronicak and the WHS Staff for promoting our food, toy and card drives this Holiday Season!
- Shout out to Nick Leypoldt for his continued efforts and dedication as the WHS Student/Staff Activities Chair. His commitment to our school, students and staff is second to none! Way to Go Nick!
- Shout out to our WHS Fall extra-curricular activity staff sponsors: Christina Hillen, Dan Owen, and Nick Leypoldt (flag football); Kelly Woronicak and Lori Grelli (Fitness Club)

Dr. Kappeler read a statement concerning the Orange Covid Risk Level:

As the winter months are upon us and people are gathering indoors more frequently, we have seen an escalation in the number of positive COVID-19 cases. This increase has placed our county at the Orange Risk level according to the weekly COVID-19 Activity Level Index (CALI). This triggers a number of protective measures that the district must take to maintain full day in-person instruction. This will require unvaccinated persons who are

close contacts of COVID positive individuals to quarantine for a minimum of 14 days, and the quarantine period is not lessened with a negative COVID-19 test result. Unvaccinated students living in a home with an individual who tests positive must be quarantined for 24 days (10 days for the positive household member to recover and 14 days from that point totaling 24 in all.)

A second measure being implemented in the Orange Risk category is the postponement of outside organizations utilizing our school facilities beginning Monday, December 13, 2021. We deeply apologize for the inconvenience to our community partners and families.

Social distancing, proper hygiene, and mask wearing are critical to ending this pandemic and helping us ensure full day in-person learning. We will continue to implement these measures to ensure a safe learning environment for students and staff and your support is greatly appreciated.

Please keep in mind that the Gloucester County Department of Health is conducting its second pediatric vaccination clinic for any student aged 5 years or older on Monday, December 20, 2021 at 6:00 PM at the Stratton School.

Superintendent Updates:

ESIP- Update

- Pre-Proposal was held on December 3, 2021. Special mention to Anthony Tobin for bringing the 3 companies that attended to all 4 schools and giving them a tour.
- Proposals are due January 10, 2022

As of today, our Administrators have completed 328 walk-throughs' with staff Our main instructional strategy is Identifying Critical Content and Engaging Student Learning.

Strategic Planning

- We will have 3 proposals.
- Next board meeting to select a person to lead that

Reminder that our second vaccination clinic will be on December 20, 2021 from 6-8 pm in the Stratton MPR.

2) District Enrollment

a) Report, **as submitted**

[Clifford](#)
[Stratton](#)
[Harker](#)
[Hill](#)

B. District Administration

1) Administrator’s Monthly Board Reports, **as submitted**

[Clifford](#)
[Stratton](#)
[Harker](#)
[Hill](#)
[Technology](#)
[Special Services](#)
[Curriculum & Instruction](#)
[Maintenance](#)

Public Comments/Visitors

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer.

Any person who wishes to speak is requested to give their name, municipality of residence, and group affiliation, if any, at the beginning of their comments. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via email.

If questions or comments pertain to litigation, student or personnel matters, the Board asks that you email the Superintendent after the meeting since the Board does not, pursuant to Open Public Meetings Act, discuss or respond to these items in public.

1- Susan Fletcher- Evergreen Family Success Center

Ms. Fletcher presented to the board what benefits the Evergreen Family Success Center can offer families and students in need.

4. Action Items

Personnel/Finance/Negotiations Committee

Personnel & Finance Committee Meeting Report, as presented

Negotiations Committee Meeting Report, as presented

- ***ESIP Program***
- ***CARES Money***
- ***ASSA- Submitted for Approval***
- ***Strategic Planning***

Minutes
December 8, 2021
Swedesboro-Woolwich Board of Education
“A Community dedicated to inspiring life-long learners”

- **1 Permanent sub**
- **NJSBA Conference**

Upon the recommendation of the Superintendent the following Personnel Matters are presented for Board Approval:

A. Personnel- Recommendation: Dopke/Allen approve the following personnel items, as listed:

Name	School	Position/ Cert	Salary	Budget Acct #	Action	Effective Date
1- Ms. Cristina Albert	Clifford	Teacher	-	-	Extension of maternity leave	Returning May 2, 2022 (original return date was January 31, 2022)
2- Ms. Audrey McSwiggan	Harker	Paraprofessional	-	-	Medical Leave	December 13, 2021- January 28, 2022
3- Ms. Jessie Deopp	Clifford	Teacher	-	-	Medical/Maternity Leave	March 28, 2022- October 2, 2022/Staff member requesting to use 10 sick days prior to delivery.
4- Ms. Liliana Pokropski	District	Occupational Therapy Fieldwork	-	-	Occupational Therapy Fieldwork under the direction of Justine Leash via agreement with Widener University	February 3, 2022- April 28, 2022
5- Mr. Steven Robinson	District	Occupational Therapy Fieldwork	-	-	Occupational Therapy Fieldwork under the direction of Stephanie Sparks via agreement with Widener University	February 3, 2022- April 28, 2022
6- Mr. Adam Krutman	District	Field Placement	-	-	Field Placement under the direction of Rachel Ryman	2021-2022 School Year
7- Ms. Fawn Kiernan	Stratton	Clinical Practice Placement	-	-	Clinical Practice Placement under the direction of Dana Warner via agreement with Rowan University	January 3, 2022- February 15, 2022
8- Ms. Jessie Deopp	Clifford	Clinical Practice Placement	-	-	Clinical Practice Placement under the direction of	January 3, 2022- February 15, 2022

Minutes
December 8, 2021
Swedesboro-Woolwich Board of Education
"A Community dedicated to inspiring life-long learners"

					Maureen Schell via agreement with Rowan University	
9- Ms. Melissa Leung	Harker	Clinical Practice I & II Elementary Education Placement	-	-	Full Year Clinical Practice I & II Elementary Education Placement under the direction of Amy Kline via agreement with Rowan University	January 18, 2022- April 28, 2022 and September 6, 2022-December 21, 2022
10- Ms. Amelia Steinmetz	Harker	Teacher	-	-	Day without pay request	February 25, 2022
11- Ms. Lauren Henry	Hill	Teacher	-	-	2 Days without pay request	December 2-3, 2021
12- Mrs. Erin Seibert	Stratton	Teacher	-	-	Maternity/Medical Leave	On or around April 18, 2022- September 1, 2022/Staff member requesting to use 7 sick days and 2 personal days
13- Ms. Melissa Pace	Stratton	Teacher	-	-	Intermittent Family Medical Leave	2021-2022 school year (after the use of her 5 allotted family illness days)
14- Ms. Cindy Charlton	Harker	Teacher	Step 1 MA +30 \$54,573	11-213-100-101-000-00-080	Position Change- from LTS to full time teacher	January 3, 2022- Pending Certificate
15- Ms. Leah Viscusi	Hill	Long Term Substitute	\$125/day for days 1-19/\$200/day for day 20 and on	11-213-100-101-000-00-060	Long Term Substitute for Marissa Smith	January 3, 2022- on or around April 4, 2022- Pending completion of ALL State required paperwork
16- Ms. Megan Anastasia	District	Substitute School Nurse	\$225/day	11-000-213-104-000-00	Substitute School Nurse	January 3, 2022
17- Ms. Nicole Higgenbotham	Stratton	LPC	\$13/hour	11-000-262-107-000-00	New Hire LPC	January 3, 2022- Pending completion of ALL State required paperwork

B. Workshops- Recommendation: Dopke/Allen approve the following workshops, as amended (adding Erin Carroll to the Camden/Gloucester County Hybrid Meeting):

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
-------------	-----------------	------------------------	-------------	------------------------------

Minutes
December 8, 2021
Swedesboro-Woolwich Board of Education
“A Community dedicated to inspiring life-long learners”

1- Ms. Jennifer Boston & Ms. Lori Savas	Public Foundations Level K Virtual Launch Workshop	December 15, 2021	\$289/person	\$0
2- Dr. Walter Kappeler, Mr. Steven Jakubowski, Mrs. Gina Azzari, Mrs. Julie Dickson, Mrs. Natalie Baker & Erin Carroll	Camden/Gloucester County Hybrid Meeting	December 13, 2021	\$0	\$0
3- Mr. Joel Brown	TECHSPO	January 26-28, 2022	\$490	\$250
4- Ms. Fawn Kiernan & Ms. Morgan Baals	Practical Co-Teaching Strategies: Increasing Students' Success in Today's Inclusive Classroom	January 27, 2022	\$279/person	\$0

C. Recommendation: Dopke/Allen approve the Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of **October 2021** and **November 2021**. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and

Approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of **October 2021** and **November 2021**. The Reconciliation Report and Board Secretary’s Report are in agreement for the month of **October 2021** and **November 2021**.

Whereas, the Board Secretary in accordance with N.J.A.C. 6A:23A-16.10(c) 2 certifies that there are no changes in revenue amounts or revenue sources, and

Whereas, the Board of Education certifies- pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C 6A: 23A-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

D. Regular, Payroll, Cafeteria & Addendum Bills

Recommendation: Dopke/Allen approve for payment of **December 2021 regular and addendum bills** in the amount of **\$1,060,048.27** and payment of **November 2021 payroll** in the amount of **\$1,415,951.16, as submitted**.

E. Recommendation: Dopke/Allen approve the **Line Item Transfer** for **November 2021** in the amount of **\$17,984.00, as submitted**.

F. Recommendation: Dopke/Allen approve the [Statement of Assurance](#) for the Use of Paraprofessional Staff for the 2021-2022 school year, **as submitted**.

G. Recommendation: Dopke/Allen approve to use Donors Choose for a PBSIS Book Vending Machine.

Board action needed: Yes (Roll Call Required)

(Motion to carry 8-0 for A, B1, B3, B4, C: 4-0-4 for B2- Baker, Dickson, Carroll and Azzari abstain: 7-0-1 for D, E, F & G- Dickson abstain)

Mrs. Jaclyn Dopke-Y

Mrs. Rosella Musumeci

Mrs. Deborah Allen-Y

Mrs. Tamara McGovern-Y

Ms. Vivian Lane-Y

Mrs. Erin Carroll- Yes for all except abstain from B2

Mrs. Natalie Baker- Yes for all except abstain from B2

Mrs. Julie Dickson- Yes for A, B1, B3, B4, C, abstain from B2, D, E, F & G

Mrs. Gina Azzari- Yes for all except abstain from B2

Curriculum, Policy, Community Relations Committee

[Committee Meeting Report](#), as presented

- ***Policy Update- Policy 5111 Tuition Students***
- ***Promethean Boards- Installed***
- ***Jamie Flick- Feedback on Conferences and Grading***
- ***Start Budget Process***
- ***PD Calendar***
- ***NJSBA Conference***

A. Recommendation: Dopke/Allen approve HIB, **as submitted**.

B. Recommendation: Dopke/Allen approve NJPEPL as the Administrative Evaluation Tool for the 2021-2022 school year.

C. Recommendation: Dopke/Allen approve the Marzano Administrative Evaluation Framework Tool for CAO, Instructional Facilitator, Director of Special Services and Instructional Coaches for the 2021-2022 school year.

D. Recommendation: Dopke/Allen approve the [ELL After School Tutoring Program](#) for grades 1 and 2 and ELL Students. Program will run from January 3, 2022 through May 25, 2022, **as submitted**.

E. Recommendation: Dopke/Allen approve Kim Bohanon to provide Homebound Instruction for (4531424645) per IEP, at the contracted rate of \$38 per hour.

Swedesboro-Woolwich Board of Education

“A Community dedicated to inspiring life-long learners”

F. Recommendation: Dopke/Allen approve (9290827059) to attend Gloucester County Special Services School per IEP effective 12/6/2021.

G. Recommendation: Dopke/Allen approve the following policies for 2nd reading, **as submitted**:

- [1648.14](#) Safety Plan for Healthcare Settings in School
- [5751](#) Sexual Harassment of Students
- [5111](#) Eligibility of Resident/Nonresident Students
(TABLED)

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 8-0)

Mrs. Jaclyn Dopke-Y	Mrs. Rosella Musumeci	Mrs. Deborah Allen-Y
Mrs. Natalie Baker-Y	Mrs. Julie Dickson-Y	Mrs. Tamara McGovern-Y
Ms. Vivian Lane-Y	Mrs. Erin Carroll-Y	Mrs. Gina Azzari-Y

Operations

Buildings and Grounds, Long Range Plans, Technology, Transportation

Committee Meeting Report, as presented

- **ESIP Program**
- **Covid-19 Pediatric Vaccination Clinic**
- **Fire Watch- Stratton School**
- **Aid-In-Lieu- Transportation Reimbursement**
- **Gym Floors being replaced**
- **NJSBA Conference**

A. Facility Usage Requests

Recommendation: Dopke/Allen approve Facility Usage Requests, as listed.

(Subject to submission of Insurance Certificate, and 501 documentation, and no conflict with school district activities)

Organization	School/Location	Date & Time	Activity
1- Girl Scout	Stratton Art Room	Once a month 6:30-7:30 pm	Troop Meetings
2- Swedesboro Performing Arts Academy	Stratton MPR	December 10, 2021- 6:30 pm-9:00pm December 11, 2021- 12:00 pm-9:00pm	Friday night will be for them to set up and Saturday will be the performances

Minutes
December 8, 2021
Swedesboro-Woolwich Board of Education
"A Community dedicated to inspiring life-long learners"

3- Swedesboro-Woolwich Little Theater	Stratton Music Room	Friday afternoons from 4:00pm-5:00pm	January 7, 2022-February 28, 2022
---------------------------------------	---------------------	--------------------------------------	-----------------------------------

****Contingent upon the COVID 19 Activity Level Report****

B. Recommendation: Dopke/Allen approve the [Disposal of Property](#) for the Stratton School Technology, **as submitted**.

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 8-0)

Mrs. Jaclyn Dopke-Y

Mrs. Rosella Musumeci

Mrs. Deborah Allen-Y

Mrs. Natalie Baker-Y

Mrs. Julie Dickson-Y

Mrs. Tamara McGovern-Y

Ms. Vivian Lane-Y

Mrs. Erin Carroll-Y

Mrs. Gina Azzari-Y

5. Old Business

Delegates:

- a. NJSBA – Mrs. Gina Azzari
- b. GCSBA – Mrs. Natalie Baker

6. Adjournment

Recommendation: Dopke/Allen approve the adjournment of meeting.

Board action needed: Yes

Time: 7:35 pm

(All yes, motion to carry 8-0)

Respectfully submitted,



Mr. Steven Jakubowski
Board Secretary/SBA

Next Meeting(s)

January 5, 2022

Board/Committee Meetings as scheduled